

**business and industrial coordinating council**



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ROLAND E. STEWART, EXECUTIVE DIRECTOR

MEMO TO: Jules Lozowick  
FROM: Roland E. Stewart  
DATED: March 6, 1972  
SUBJECT: Staff Time Spent on ADP-PDS Project.

In accordance with an analysis performed on the ADP Project, the following persons are involved for the times and functions indicated:

Executive Director - 10% of his time - devoted to managerial decisions related to priorities, job assignments, projects, and memoranda about the project. Meetings with staff, ADP, and the public about the matching system.

Management Assistant - 20% of his time - working with new employers, special matching projects e.g. welfare interviewers, log book, meeting with staff and public about the matching system.

Receptionist - 60% of her time - handling applicants, making appointments, directing telephone calls from employers and applicants to the employment people.

Student From E.E.C. - 40% of his time - interviewing and counseling applicants for jobs specializing in dealing with Spanish speaking applicants.

2 1/2 Vocational Analysts - 100% of 4 people's time - devoted to employment and training opportunities for applicants with counseling and appropriate follow-up.

Teletype Operator - 100% of her time - devoted to filing, transmitting, documenting and preparing forms and files related to the match.